

20 MAR 1980

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MEMORANDUM FOR: Deputy Director for Administration  
FROM:   
Chief, Information Services Staff  
SUBJECT: ISS Weekly Report (13-19 March 1980)

Records Management Division

The CARS task force completed its last registry survey prior to publishing the guidelines on automated registries.

Information Security Oversight Office (ISOO) representatives inspected the Archives and Records Center on 11 March 1980 and indicated that they were favorably impressed. The next Agency inspection is scheduled for 21-24 April 1980.

RMD has been working on a forms packet for OMS to use in conducting physical examinations and is currently having problems finding a manufacturer who can handle the printing.

Regulations Control Division

RCD processed 22 regulatory issuances and started a review of Agency notices with the heading "Current Until Rescinded" to ensure that the notice will be rescinded, replaced by a new notice, or incorporated into a regulation.

RCD has been providing guidance to Procurement Division/OL on promulgation of their new acquisition handbook.

Classification Review Division

CRD processed approximately 15,000 pages of material and completed

coordination of State galley proofs for the series "Foreign Relations of the United States," Volume II, 1952-54 and forwarded them to DO/IMS for review.

Information and Privacy Division

A separate report is attached.

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Attachment



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20 March 1980

MEMORANDUM FOR: Deputy Director for Administration  
FROM: [redacted]  
Acting Chief, Information and Privacy Division, ISS  
SUBJECT: IPD/ISS Weekly Report (13-19 March)

1.	<u>The Week in Review</u>	<u>13-19 Mar</u>	<u>1980 Weekly Average</u>
a.	New cases logged	69	61.1
b.	Cases closed	56	50.5
c.	New appeals logged	0	1.6
d.	Appeals closed	15	2.4
e.	Manpower (man-weeks)	95.4	95.6
2.	<u>Current Backlogs</u>		
a.	Initial requests - 2768		
b.	Appeals - 409		

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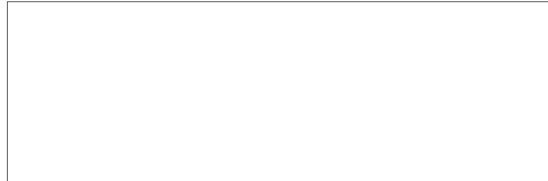
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5. Analysis

The 15 appeals closed out this week is the highest total for a single week within memory.

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